

MINUTES OF MEETING
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, November 8, 2023 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Don Gullion	Vice Chairman
Thomas Spiess	Supervisor
Joyce Conway	Supervisor
James Shonkwiler	Supervisor
Chad Sigmon	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Louis Cowling	Dream Finders Homes

The following is a summary of the discussions and actions taken at the November 8, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

Mr. Laughlin informed the Board that Mr. Cowling submitted a resignation letter.

On MOTION by Mr. Gullion seconded by Ms. Conway with all in favor Mr. Cowling's resignation was accepted.

On MOTION by Mr. Gullion seconded by Ms. Conway with all in favor appointing Chad Sigmon to the Board of Supervisors was approved.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the October 11, 2023, Meeting

There were no comments on the minutes.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the minutes of the October 11, 2023 meeting were approved.

FOURTH ORDER OF BUSINESS

Ratification of Engagement Letter from Grau & Associates for Fiscal Year 2023

Mr. Laughlin reminded the Board that Grau & Associates was the audit firm selected during the audit RFP process and noted the fee has increased from the initial proposal due to bond issuances.

On MOTION by Mr. Shonkwiler seconded by Ms. Conway with all in favor the engagement letter with Grau & Associates was ratified.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

1. Approval of Requisition Summary

Mr. Wild presented the requisition summary including numbers 51 through 54 totaling \$543,148.88.

Mr. Sigmon asked if a requisition recently drafted for Vallencourt could be added.

Mr. Wild stated that the requisition has been added to the funding request, so it will be processed and then ratified at a later date.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor the requisition summary was approved.

2. Ratification of A.J. Johns Change Order No. 4

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Mr. Wild noted the change order is for the addition of a valve due to the sub phasing of the project and is in the amount of \$4,309.32.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor A.J. Johns Change Order No. 4 was ratified.

3. Ratification of ETM Work Authorization No. 12 for Amenity CEI Services

Mr. Wild presented work authorization number 12 associated with the amenity center, which is now under construction. The total estimated budget is \$60,955.

On MOTION by Mr. Sigmon seconded by Ms. Conway with all in favor ETM Work Authorization No. 12 for amenity CEI services was ratified.

C. District Manager

Mr. Laughlin presented two proposals for maintenance of the Phase 1 ponds from Florida Waterways and Lake Doctors. Lake Doctors came in at \$600 per month and Florida Waterways came in at \$395 per month. It was noted pond maintenance is included in the budget.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the proposal from Florida Waterways for Phase 1 pond maintenance services was approved.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of September 30, 2023

Copies of the financial statements were included in the agenda package for the board’s review.

B. Check Register

A copy of the check register totaling \$1,387,776.37 was included in the agenda package for the Board’s review.

